



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 5/21/2016	<u>Interviewer:</u> Sue Guenter-Schlesinger (SGS) Mohammed Cato (MC)	RFA #16 – 13
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED] or [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> WWU Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Behavior from [REDACTED] faculty, [REDACTED] [REDACTED], Department Chair, [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input checked="" type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
5/21/2016	[REDACTED] email to EO Office; SGS	See email.
5/22/2016	SGS email to [REDACTED]	Received her email; please call EO Office.
5/31/2016	SGS t/c with [REDACTED]	[REDACTED] said that she did not want to file a formal complaint, but wanted to make sure [REDACTED] does not make inappropriate comments in the future. She requested that the EO Office contact [REDACTED] after the quarter ends since she is so close to finishing the class and wants to make sure her grade is not affected. SGS indicated that the EO Office would contact [REDACTED] after her grade had been posted.
6-7/16		EOO tries repeatedly to reach [REDACTED] unsuccessfully over summer.
8-23-16	MC calls and leaves a voicemail for Professor [REDACTED] [REDACTED]	
8-24-16	Professor [REDACTED]	

	████████ calls MC and schedules a time to meet	
8-26-16	████████ would like to reschedule meeting because Dean Henson and Chuck Lambert will be attending and Henson is currently away. MC reiterates that ██████ gets to decide who he would like to attend the meeting. Henson is not returning until school starts	
10-4-16	MC meets with ██████, Lambert and Henson	MC explains that the purpose of the meeting is to discuss concerns raised by a student about ██████ comments in class. The student felt the comments were too sexual and constituted harassment. MC defines sexual harassment and says that one of the comments shared by the student could be construed as sexual harassment if such content was expressed repeatedly in the classroom. ██████ says that he understands and that he used a sexualized example because it was an effective learning tool. He shared that he doesn't use such examples all the time and that if the student had expressed her concerns directly to him; he would've apologized if he offended her. He also pointed out that he included a section in his syllabus about his sense of humor and apologized in advance. MC reiterates the importance of being mindful of sexualized comments used in class due to the impact that it may have on students and the possibility of harassment depending upon the severity or pervasiveness of the comments. ██████ indicates that he understands.
10-7-16	MC leaves a voicemail for ██████ to give him a call back at her earliest convenience so he can discuss the conversation that he had with ██████	████████ does not respond.